



DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

S: 18 Dec 98

24 Nov 98

REPLY TO  
ATTENTION OF:  
CEIM-IR (25-li)

MEMORANDUM THRU All USACE Commands, ATTN: Directors and Chiefs of Information Management

FOR Official Mail Managers

SUBJECT: Establish Accounts for Postal Commercial Meters, Remotely Set, (CMRS) and the Centralized Automated Payment System (CAPS)

1. References:

- a. Memorandum, CEIM-IR, dated 3 Jul 97, Subject: Remotely Set Postage Meters.
- b. Memorandum, CEIM-IR, dated 3 Feb 98, Subject: DoD Centralized Automated Payment System Survey (RCS DD-A&T (OT) 2033).
- c. Memorandum, CEIM-IR, dated 1 Sep 98, Subject: Phase Out of Mechanical Postage Meters and Conversion to Electronically Remotely Set Postage Meters.

2. Background:

a. **Public Law 104-134 mandates use of electronic funds transfer (EFT) for all Federal payments beginning 1 January 1999.** Payments for the United States Postal Service (USPS) Postal Commercial Meters, Remotely Set, (CMRS) and the Centralized Automated Payment System (CAPS), are subject to P.L. 104-134. This requires that check payments to USPS cease, effective 31 Dec 98.

b. The implementation of EFT postage payments is part of the USPS's on-going actions to streamline postal processes, reduce costs, and improve customer services.

3. Requirements:

a. The Corps of Engineers Financial Management System (CEFMS) is being programmed to have an EFT capability to support the USPS CMRS and CAPS. Deputy Chief of Staff, Resource Management at this Headquarters, US Army Corps of Engineers, (HQUSACE) is working on actions to meet CMRS and CAPS requirements. Information pertaining to Resource Management matters will be issued separately Corps-wide through that stovepipe.

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b. Based on references 1a. and 1c., above, actions should have been accomplished to replace manual/mechanically set postage meters with remotely set postage meters. Now it is necessary that USACE activities apply immediately to meter manufacturers which provide remotely set commercial postage meters, to obtain CMRS Account Numbers. Contact meter manufacturers to discuss and initiate this procedure. When CMRS Account Numbers are obtained, all Official Mail Managers must implement a \$1.00 Automated Clearing House (ACH) test with their Disbursing Officers. This test will be closely coordinated with Disbursing Officers and the USACE Finance Center to make the ACH transfer to Citibank. Activities should ensure that meters currently in use will have sufficient funds available for the period needed to transition over to EFT processes. This will enable current mail processing methods to continue until CMRS can be implemented using electronic procedures. (Corps activities may not use credit cards for meter loading purchases.)

c. Additionally, each USACE activity must also apply for a CAPS Account if any of the following mail transactions are used: Permit Mailings, Business Reply Mailings, Requestor Rate Periodicals and Fees, Postage Due, and Address Element Correction. Before applying for CAPS, contact a CAPS Representative at (650) 377-1334 to discuss procedures and to obtain application forms for CAPS. CAPS application forms must be mailed to the CAPS Service Center, 2700 Campus Drive, San Mateo, CA 94497-0001 or sent by fax to (650) 377-5336. Upon receipt of application materials, the CAPS Service Center will send account numbers and provide instructions on the Customer Inquiry System (CIS). When account numbers are received, all Official Mail Managers must implement a \$1.00 ACH test with their Disbursing Officers. This test will be carefully coordinated with Disbursing Officers and the USACE Finance Center to make the ACH transfer to Bank of America. (USPS has agreed to work with USACE activities on a one-to-one basis to establish a CAPS Account.)

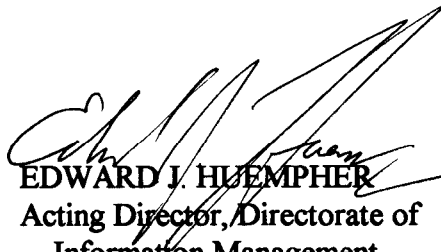
**4. The actions to obtain account numbers outlined in subparagraphs 3b and 3c above, must be completed no later than 1 January 1999.** As stated, in para 3a above, guidance on testing will be furnished by the Deputy Chief of Staff, Resource Management. Request that addressees advise this office (CEIM-IR) via e-mail in consolidated status reports as to the total number of accounts that are needed at a location and the number that have been established by 18 Dec 98. After these systems are in place, it is necessary that Official Mail Managers actively monitor and manage CMRS and CAPS accounts since all mail business will then be conducted electronically.

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5. Points of contact for these actions are Dianne Barnes, HQUSACE Official Mail Coordinator, (202) 761-5021 and Jimmye France, Deputy Chief of Staff, Resource Management Finance and Accounting Division, (202) 761-1921.

FOR THE COMMANDER:



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